



RECREATION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan and coordinate a specialized activity within a recreation program area such as adult and youth sports, aquatics, senior citizens services, special events, instructional classes, professional sports officials activities, special needs programs and recreational facilities maintenance and operations; or to develop, implement, and assist with programs within the City of Tempe's Library Division.

Supervision Received and Exercised:

Receives general supervision from the Community Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical, clerical, contract and volunteer recreation staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Promote and coordinate specific activities within a recreational program area provided by the Recreation Division; oversee the operations of the sports officials program.
- Organize, schedule and implement recreational activities such as special events, athletics, senior citizens services, special events, instructional classes, professional sports officials activities, special needs programs, adult or youth sports, aquatic programs, after school, instructional and cultural programs.
- Establish officiating policies, rules and procedures for efficient and effective operation of sports programs; monitor program compliance with laws, rules and regulations related to provision of recreation and related services; evaluate

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Recreation Coordinator (continued)

operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

- Plan, organize, schedule and implement special events and activities relating to the assigned program; plan, prioritize, assign, supervise and review the work of contract staff involved in officiating activities; schedule and assign officials to teams.
- Plan, organize and conduct officiating training clinics for referees and umpires in both youth and adult sports leagues; participate in the selection of staff; provide or coordinate staff, volunteer and contract staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Participate in budget preparation and administration program; prepare cost estimates for budget recommendations; submit justifications for budget times; monitor and control program expenditures.
- Establish wages for officials at various performance levels; prepare payroll for officials.
- Schedule usage of recreational facilities for activities including instructional lessons, special events and outside organizations use; provide information and assistance to users of facilities.
- Coordinate registration for various recreational programs; collect and record registration forms and fees.
- Develop survey instruments and implement surveys of program participants; interpret and record survey results; implement program changes.
- Prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
- Provide information and referrals to program participants, school officials and community groups regarding program offerings and coordination of services.
- Maintain awareness of new developments in the field of recreation; incorporate new developments as appropriate into existing programs.

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- Coordinate computer related functions and programs for the Recreation Division.
- Prepare and administer grant applications for park development and improvement projects.
- Evaluate and modify current risk management programs to ensure effectiveness and efficiency.
- May coordinate concession operations at recreation facilities.
- Perform related duties as assigned.

When assigned to Small Craft Boating:

- Plan, organize, coordinate, and evaluate small craft programs and/or program goals, including development of policies and procedures for program operation.
- Plan, promote, coordinate, and run all aspects of boating programs and special events for all age groups and the special needs population.
- Develop and monitor annual Division budget for small craft programs. Prepare and submit data relative to small craft program budget, as directed.
- Prepare and administer grant applications for programs and equipment.
- Coordinate boat storage facility and uses by outside groups; schedule usage of facility for classes, clinics, special events and outside organizations; provide information and assistance to users of facility.
- Recruit, train, and evaluate volunteer, permanent, seasonal, and contract staff; recommend selection of staff; work with employees to correct deficiencies.
- Supervise, train and qualify instructors in the performance of their duties. Establish wages for instructors at various levels; prepare weekly payroll.
- Plan, organize and conduct training clinics for staff and outside user groups for the safe operation of small craft. Teach as a substitute for small craft classes.
- Develop schedules and plan activities for instructional program and special events. Develop and implement revenue generating activities and events to

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Recreation Coordinator (continued)

supplement program operation. Coordinate registration for all activities; collect and record registration forms.

- Conduct surveys of program participants; compiles and analyzes data; recommends revisions or additions to programs as appropriate. Monitor and evaluate attendance, revenue and training. Plan and prepare material for publicizing the small craft programs for the public.
- Develop and monitor an ongoing program of accident prevention and general safety. Prepare accident, program registration, attendance, and other related reports.
- Establish policies, rules and procedures for efficient and effective operation of small craft programs; monitor program compliance with state and city laws, rules and regulations related to provision of recreation related services; evaluate operations and make recommendations for improvement.
- Work closely with focus groups, program participants, school officials, and community groups regarding program offerings and coordination of services; interpret policies and provides guidance.
- Confer with other division personnel, individuals, and public groups regarding small craft program planning and implementation. Work closely with the Rio Salado Operation Center staff to develop Lake User rules. Work closely with Arizona Game and Fish in the development of a small craft education program.
- Advise in the design and review for ongoing improvements to boat storage facility and equipment.
- Repair and maintain boats and equipment.
- Perform related duties as assigned.

When assigned to the Library Division:

- Assist in the development, implementation, and evaluation of programs in the Youth Library or at a Tempe Public Library Learning Resource Center.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assignment area; implement policies and procedures.

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Recreation Coordinator (continued)

- Serve at a reference desk; research and respond to routine reference questions from library users; refer difficult questions or technical reference questions to Librarians I/II.
- Assist library users in searching and retrieving information from computer-based resources including the online public access catalog, the Internet, and the local area reference network. Assist library users in printing or downloading information from computer-based resources.
- Conduct library tours.
- Assist in developing and preparing promotional materials including posters, bulletin boards and displays for assigned section.
- Represent the Tempe Public Library at professional meetings as required; Perform outreach to the community, community organizations, and schools.
- Participate in Youth Services section meetings and continuing education programs as appropriate.
- Keep abreast with professional developments and current events; read journals, review books, bibliographies and other media to develop expertise in assigned subject area.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in the implementation and coordination of recreational, social and cultural programs and activities, including some experience supervising and officiating recreation activities.

When Assigned to Small Craft Boating:

Requires two years of experience in the implementation, coordination and supervision of small craft facilities and programs, previous experience in fiberglass repair and general boat repairs, and previous participatory and teaching experience in a small craft sport (rowing, sailing, canoeing and kayaking) required. Must be able to lift 50 pounds.

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Recreation Coordinator (continued)

When Assigned to the Library Division:

Requires two years of experience in developing and implementing instructional and educational programs for youth.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, recreation administration or a related field.

When Assigned to the Library Division:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in liberal arts, library science, or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain an appropriate, valid Arizona driver's license.

May require the possession of, or ability to obtain, appropriate umpiring and refereeing certificates for various sport programs including volleyball, basketball and soccer.

When Assigned to Small Craft Boating:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of or ability to obtain, First Aid, CPR and appropriate certificates for various small craft sports including rowing, sailing and kayaking. USRA Level II coaching certification desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5561

Salary Range: 31

FLSA: Exempt

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